



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0347
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
AUTOMOTIVE WORKER
WG-5823-06

Promotion Potential: WG-6

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-06 \$16.35 - \$19.08 Per Hour

Location of Position:
Facilities Services
External Services Branch
Vehicle and Equipment Service Team
Beltsville, MD

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: September 12, 2005

Closing Date: Open Until Filled (First cut-off date will be October 3rd, with subsequent cut-off dates every three weeks)

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

The selectee will perform minor maintenance and repairs on Government-owned motor vehicles, farm machinery, equipment and allied implements that are tractor-drawn and/or motor propelled. The work will involve the performance of shop and bench work, machine and hand tool work and field work.

Maintenance and repair duties include oil and filter changes, filter and fluid changes, mount and balance tires, install and repair exhaust systems, adjust mower decks, etc. Will use test equipment to locate worn or poorly adjusted parts; maintain tools in good working condition. Follows technical manuals and specifications in making repairs and adjustments. Complies with safety regulations, correcting unsafe conditions whenever possible. Removes snow/ice from the Beltsville Area Research Center (BARC) grounds.

Working Conditions and Other Considerations:

Work is usually performed inside on concrete surfaces where there is exposure to drafts, noise and fumes. May perform work outside under adverse weather conditions. Exposed to dirt, dust and grease, and the potential for burns, chemical irritations, shocks, bruises, cuts and strains. Follows prescribed safety practices by using safety shoes, glasses and respirators.

During inclement weather (i.e., snow, ice), may be required to work outside normal work schedule.

Must possess (or be able to obtain within 60 days of appointment) and maintain a State motor vehicle Commercial Driver's License, Class B, Passenger Endorsement.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

To qualify, no specific length of experience or training is required, however, you must be able to demonstrate through information provided in your resume that you possess sufficient knowledge and abilities to perform the duties of this position without more than normal supervision.

1. Ability to do the work of an Automotive Worker without more than normal supervision. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements).
2. Knowledge of equipment assembly, installation, repair, etc.
3. Technical practices (theoretical, precise, artistic).
4. Use of measuring instruments.
5. Ability to interpret instructions and specifications (to include blueprint reading).
6. Ability to use and maintain tools and equipment.
7. Troubleshooting.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Additional Requirements:

A PHYSICAL EXAMINATION IS REQUIRED FOR NEW FEDERAL APPOINTEES PRIOR TO APPOINTMENT

Physical Effort

Workers at this level make repairs in tiring, awkward and uncomfortable positions. May stand for long periods of time, bend, stoop, crawl under vehicles and equipment and make repairs in tight spaces. Lift, handle and carry parts and equipment weight up to 40 lbs.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to complete the attached supplemental questionnaire. Applicants who fail to complete and submit the questionnaire will not receive further consideration for this position.

SUPPLEMENTAL QUESTIONNAIRE

Automotive Worker, WG-5823-6

ARS-X5E-0347

1. Ability to do the work of an Automotive Worker without more than normal supervision. (Screen-out element)

1a. What experience have you had as an Automotive Worker?

1b. What is the most complex automotive repair job you've completed?

1c. What type of supervision did you receive in the above work? Did you receive specific instructions, general supervision or did you perform the work entirely on your own?

___ specific instructions

___ general supervision

___ work on my own

2. Knowledge of equipment assembly, installation, repair, etc.

2a. *Fill in the blanks with the answer that best describes your level of independence for each task listed.*

The answers are defined as follows:

A. Familiar with this task

B. Able to perform task under close supervision

C. Able to perform task under general supervision

D. Able to perform task independently

E. No experience

___ Align vehicles front end

___ Disassemble units and inspect part for wear

___ Examine vehicles to determine extent of damage or malfunctions

___ Install and repair accessories such as heaters, mirrors and windshield wipers

___ Overhaul or replace carburetors, blowers, generators, distributors, starters and pumps

___ Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups

___ Rebuild parts such as crankshafts and cylinder blocks

___ Repair and service air conditioning, heating, engine-cooling and electrical systems

2b. Describe any other repairs that you can perform on an automobile, that are not covered above.

3. Technical practices (theoretical, precise, artistic)

3a. *Fill in the blanks with the answer that best describes your level of independence for each task listed.*

The answers are defined as follows:

A. Familiar with this task

B. Able to perform task under close supervision

C. Able to perform task under general supervision

D. Able to perform task independently

E. No experience

- ☐ Engine oil and filter changes
- ☐ Service crankcase and ventilation systems
- ☐ Check and maintain proper oil and fluid levels (gear cases, transmissions, etc.)
- ☐ Maintain and utilize tire repairing equipment
- ☐ Maintain and repair suspension and steering systems
- ☐ Repair heating and cooling systems
- ☐ Install or remove standard or automatic transmissions
- ☐ Repair standard or automatic transmissions
- ☐ Maintain and repair air and hydraulic brake systems
- ☐ Maintain and repair fuel systems
- ☐ Repair and replace clutches, linkage and flywheels.
- ☐ Perform minor tuneups
- ☐ Perform major tuneups
- ☐ Perform major automotive engine overhauls
- ☐ Perform major/minor electrical repairs (starters, alternators, generators, etc)
- ☐ Repair and replace exhaust systems (including manifolds, mufflers, tail pipes, etc.)
- ☐ Miscellaneous installation and repairs (including speedometers, cables, hoses, pumps, etc.)
- ☐ Repair and replace heavy duty clutches, brakes, transmissions and differentials
- ☐ Maintain, overhaul and repair diesel engines and components
- ☐ Maintain and repair exhaust emission controls and air conditioning units

4. Use of measuring instruments.

4a. Have you used measuring instruments in the performance of automotive vehicle maintenance work? If so, please list those instruments.

4b. When using the measuring instruments that you mentioned above, what type of supervision did you receive?

5. Ability to interpret instructions and specifications (to include blueprint reading).

5a. Do you use reference material or a set of instructions in the performance of your duties as an automotive worker? If so, please give examples of those materials or instructions that you use.

☐ Yes

☐ No

Examples:

5b. Does your supervisor on occasion help you to interpret the material and/or instructions?

☐ Yes

☐ No

5c. Which do you prefer to receive, oral or written instructions?

☐ Oral

☐ Written

6. Ability to use and maintain tools and equipment.

6a. What tools and equipment have you actually used and maintained (cleaned, sharpened, adjusted, etc)in the performance of your duties as an automotive worker?

6b. Check the applicable statement.

___ Uses and maintains common tools and equipment on own judgment and initiative.

___ Uses and maintains common tools and equipment under close supervision

7. Troubleshooting

The following addresses your skill in determining causes of operating errors and deciding what to do about it as relates to the duties of an automotive worker. Fill in the blanks with the answers that best describes your level of independence for each task listed.

The answers are defined as follows:

A. Familiar with this task

B. Able to perform task under close supervision

C. Able to perform task under general supervision

D. Able to perform task independently

E. No experience

___ Manual transmission

___ Automatic transmission

___ Air conditioning

___ Electrical systems

___ Exhaust systems

___ Brake systems

___ Rear end

___ Cooling system

___ Steering system

___ Exhaust emission control system

Other

Do you possess a State motor vehicle Commercial Driver's License, Class B, Passenger Endorsement.

___ Yes (If you answered yes, please attach a copy)

___ No

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.